

FNS Negative Action Case Review Sheet

Used for NPAWG Review, not for QC Reviews

General Case Information			
CASE NUMBER	CASE NAME	LOCAL OFFICE/COUNTY	ELIGIBILITY WORKER
TYPE OF CASE <input type="checkbox"/> Application <input type="checkbox"/> Recertification <input type="checkbox"/> Interim Change <input type="checkbox"/> Other		TYPE OF ACTION <input type="checkbox"/> Denial <input type="checkbox"/> Termination <input type="checkbox"/> Suspension	
DATE OF APPLICATION	DATE OF DENIAL/TERMINATION	INTERVIEW INFORMATION (Note N/A when applicable) Date of Scheduled Appointment: Date Interview Notice Sent: Date NOMI Sent: Actual Interview Date:	

QC Information		
REVIEW MONTH	STATE QC REVIEWER	QC FINDING (Brief explanation of Fed/State QC Determination)
TYPE OF INVALID NEGATIVE <input type="checkbox"/> Procedural Error <input type="checkbox"/> True Invalid (Case would have been eligible)		WAS AN EXPANDED STATE QC REVIEW CONDUCTED? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please check all that apply:

Expedited Services

- ☐ Case was not screened for expedited services
- ☐ Expedited screening was completed incorrectly
- ☐ Expedited screening was completed untimely
- ☐ Case was eligible for expedited services, but not provided
- ☐ Expedited services were processed and posted untimely

Verification

- ☐ Case was expedited and verification was not postponed
- ☐ Requested verification already on file or available
- ☐ Request for verification was unclear and/or did not provide sufficient time to return information
- ☐ Case could have been processed without requested verification
- ☐ Requested verification was needed for another program and not SNAP. If so, what verification was this?
- ☐ If Termination, Request for Contact was not mailed
- ☐ Case is Categorically Eligible and requested verifications do not apply
- ☐ Simplified Reporter – after receiving interim report, requested verification for something that had not changed

Failure to Have Interview

- ☐ Client was not given an interview notice with appointment date, time, and location
- ☐ Client was not given a Notice of Missed Interview (NOMI)
- ☐ NOMI was sent after denial/termination notice was sent
- ☐ Application was denied prior to the 30th day from the date of application and option to deny early for failure to provide verification does not apply

Documentation

- ☐ Insufficient documentation to support denial/termination

Denial/Termination Due to Income

- ☐ Income was budgeted incorrectly due to:
 - ☐ Conversion
 - ☐ Frequency of Pay
 - ☐ Counted income that should have been excluded
 - ☐ Overtime and/or Tips
 - ☐ Simplified Reporter (acted on a change not required to)
 - ☐ Other _____
- ☐ Income of CE household was compared to gross income limit
- ☐ Household with an Elderly/Disabled member was compared to 130% FPL

Notices

- ☐ Notice was sent in incorrect language
- ☐ Notice was unclear and/or reason code was invalid
- ☐ Notice was untimely

Employment & Training/ABAWD Rules

- ☐ Denied/terminated inappropriately due to Voluntary Quit
- ☐ Incorrectly classified as an ABAWD
- ☐ Countable months were incorrectly calculated
- ☐ Individual was eligible for the second set of countable months

System Error

- ☐ Worker took action to approve but benefits were not issued
- ☐ Auto-terminated when should have remained pended
- ☐ Auto-denied prior to the 30th day from the date of application
- ☐ Application was denied prior to the 30th day from the date of application and option to deny early for failure to provide verification does not apply

Other

- ☐ Household composition
- ☐ Non-citizen determination
- ☐ Transitional Benefits not issued
- ☐ Student status
- ☐ Residency
- ☐ Acted on information that was not verified upon receipt
- ☐ Simplified Reporter denied for failure to return interim report but it was in the file
- ☐ CE case was terminated instead of suspended
- ☐ Other _____
